



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Department of Workforce Development		BU:
Division:	Section/District:	
Job Title: DWD Summer Intern		Job Code:
Working Title (if different from above):		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

An internship with the Indiana Department of Workforce Development offers a student intern the opportunity to have an authentic experience working in the second-largest agency in Indiana state government. The agency serves a fragile adult population and an at-risk youth population during a time where economic conditions have placed great stress upon the system.

Essential Duties/Responsibilities:

Responsibilities may include but are not limited to:

- Program development for the ARRA-funded Workforce Investment Act initiatives in the adult- and dislocated-worker categories. The work will include fiscal analysis, research, data authentication, creativity, problem solving, writing (of the policies and protocols), communication strategies and development of assessment criteria.
- Grants generation and oversight of competitive funding opportunities. The work will require data collection and analysis, creativity, collaboration with community partners, writing, budget- and assessment-criteria development.
- Reform of the career development module used in the WorkOne centers statewide. The work will require research, creativity, web design, materials development, writing learning outcomes, development of assessment criteria and a training program for field staff.
- Program development for youth-serving initiatives including Jobs for America's Graduates (JAG) and Young Hoosiers Conservation Corp (YHCC). The work will include fiscal analysis, research, data authentication, creativity, problem solving, writing (of the policies and protocols), communication strategies and development of assessment criteria.
- Assist with development of the Youth Council and the Training and Development subcommittee of the State Workforce Innovation Council. The work will require research, creativity, materials development, writing learning outcomes, development of assessment criteria, training for field staff, and convening the Youth Council and the Training and Development subcommittee.

Job Requirements:

- Undergraduate Degree Seeker (All majors welcome; Junior or Senior preferred)
- Interest in public policy and/or workforce training /economic development is preferred.
- Excellent writing and communication skills.
- Ability to research a topic effectively and efficiently.

Supervisory Responsibilities/Direct Reports:

Difficulty of Work:

Responsibility:

Personal Work Relationships:

Physical Effort:

Working Conditions: